



**Professional Services Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 16
AGENDA DATE: Thu 10/07/2004
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SUBJECT: Authorize negotiation and execution of a professional services agreement with COLETTE HOLT & ASSOCIATES, Chicago, IL for a "second generation study" consisting of a series of statistical and qualitative studies regarding minority-owned and women-owned procurement programs, in an amount not to exceed \$125,000.

AMOUNT & SOURCE OF FUNDING: N/A

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Small and Minority **DIRECTOR'S**
DEPARTMENT: Business Resources **AUTHORIZATION:** Jeffrey Travillion

FOR MORE INFORMATION CONTACT: Jeff Travillion, DSMBR Director, 974-7607; Sally Henly, Assistant City Attorney, 974-2667

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

This action authorizes the negotiation and execution of a professional services agreement with Colette Holt & Associates, a consulting firm experienced with different procurement programs in the U.S. Colette Holt will manage a project that will produce a series of statistical studies and ancillary reports addressing MBE and WBE procurement programs, including those of the City of Austin. The action expands on the direction that was provided by the City Council in June, to continue to strengthen the M/WBE ordinance and procurement program.

The "Second Generation Study" addresses issues raised by the M/WBE Council Subcommittee including surveying the disparity between M/WBE usage in the private and public sectors. The study will also produce information that will assist the City to ensure that its procurement program is properly designed and based on the market conditions that exist within our marketplace.

The proposed studies will examine disparities in business formation, business owner earnings, and wage/salary earnings in the private sector between women, racial and ethnic minorities, and non-minorities in the U.S. as a whole, the state of Texas, and the Austin-Round Rock (formerly Austin-San Marcos) Metropolitan Statistical Area (MSA). Additionally, the studies will review utilization of MBE/WBEs by local jurisdiction without programs. Finally, it is anticipated that the Consultant will gather program input from both MBE/WBEs and non-MBE/WBEs by conducting focus groups and public hearings to collect anecdotal evidence about their experiences, successes and difficulties in obtaining prime contracts and subcontracts in the Austin area.



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This agreement will produce studies to assess the effectiveness of MBE, WBE and DBE programs in our community. Additionally, the studies will provide information to the City in determining appropriate small business and economic development services required for a sustainable economic development environment.

The studies are anticipated to be completed within six months from the date that a contract is signed.